

## Finance Directorate

### Job Risk Assessment Priority List

JRA#	Title	Tasks	Priority
JRA-01	Office Work	Computer work - typing/mouse; phone use; desk work; manual office tasks – filing, copy machine, hole punch, staplers, printers, light manual lifting of office supplies, water bottles, equipment, storage boxes; use of scanners – lifting of lids on a constant basis	Low
JRA-02	Walking	Walking to parking lots, in hallways and in offices; using elevators; using stairs – indoors and outdoors, and entrance stairs; walking on sidewalks and other outdoor paved surfaces	Low
JRA-03	Driving	Entering/exiting parked vehicles; driving car/light truck around site; entering/exiting gate	Medium
JRA-04	Cashier Function	Cashier - Pick up cash from onsite TFCU, reimburse petty cash, receive cash deposits; TFCU – transport cash from facility to ATM site and from ATM site to facility	Low

### Facility Risk Assessment Priority List

FRA#	Title	Locations	Priority
FRA-01	Administrative Buildings with General office area room occupancy	Buildings 129, 134, 179, 460, 1005	Low
DJ-FRA02-801	<i>See DJ-FRA01-801 for building 801</i>	Building 801	